

Standing Orders for the School Council of Kismet Park Primary

Introduction

The purpose of these Standing Orders is to assist school council to operate efficiently and effectively within the legal framework and Department guidelines for school councils.

School council membership

The membership of the school council according to its constituting Order is up to 15 members – eight Parent, five Department employees and two community members. Membership of the School Council will be promoted on the school website.

Office bearers

The school council will have the following office bearer positions.

- President
- Vice President
- Treasurer
- Secretary

Office bearers will be elected at the first meeting of the school council after declaration of the poll each year.

In the election of an office bearer, if the votes are tied, the school council will decide the outcome by either holding a new election or drawing of lots. If a new election is held and is also tied, the school council may decide the election by the drawing of lots or decide to conduct further elections until the election of office bearers is decided.

Sub-committees

The school council will have the following sub-committees.

- Finance
- Education
- Facilities
- Communication
- Canteen

A sub-committee must include at least one school council member and have at least 3 members. Where it is deemed necessary by School Council, subject matter experts (SME) may be co-opted onto sub-committees to deal with specific issues.

Each sub-committee will be chaired by a member of school council unless otherwise decided by council. The Chair of the sub-committee will be appointed by School Council. The sub-committee Chair will be responsible for;

- Implementing a sub-committee Action Plan to ensure sub-committee priorities are addressed:
- Ensuring that the sub-committee meets prior to the school council meeting:
- Ensuring minutes of meetings are taken and provided to school council secretary at least seven days prior to the school council meeting :
- Ensuring reports / papers and the sub-committee action plan are presented to school council for consideration and ratification.

Sub-committees will be required to meet prior to School Council meetings, at the call of the sub-committee Chair, and report to Council. Finance sub-committee will meet on the first Thursday of each month prior to a school council meeting.

Meetings

Regular

The school council will meet at least twice a term on the third Monday of each month. The meeting will commence at 6:30pm and will finish no later than 9.00 pm unless agreed by the school council. Meetings will be held in the staffroom.

Public reporting (annual) meeting

The school council will call a public meeting in May each year and at that meeting will;

- Report the proceedings of the council for the period since the date of the previous public meeting; and
- Present the annual report (What Our school Is doing Statement); and
- If the accounts of the school council have been audited, present a copy of the audited accounts.

The council may, from time to time, call additional public meetings.

Extraordinary meeting

- An extraordinary meeting of the school council may be held at any time decided by the council, if all members are given reasonable notice of the time, date, place and object of the meeting.
- The president of the school council or, in the absence of the President, the principal must call an extraordinary meeting of the school council if either of them receives a written request to do so from 3 members of the school council.
- The president or the principal must call a meeting under the preceding paragraph by sending a notice to all school council members giving the members reasonable notice of the time, date place and object of the meeting.
- The business of an extraordinary meeting will be confined to the object for which it is called.

Quorum for meetings

- For a quorum to be achieved at a council meeting, not less than one half of school council members currently holding office must be present, and a majority of the members present must not be DEECD employees. Any parent members on the council who also work for the Department are counted as DEECD employees for the purpose of a quorum.
- If at the end of 30 minutes after the appointed time for a meeting of the school council, there is no quorum present, the meeting will stand adjourned to a time and place determined by the school council members present.
- A member of the school council may be present at a council meeting, in person or by video conferencing or teleconferencing.

Open and closed meetings

- School council meetings will generally be open to the school community but the principal and school council may decide that only members may be present at a meeting or part of a meeting.
- If the meeting is open, visitors may speak by invitation of the presiding member.

Length of meetings and extensions of meeting times

If business has not been concluded within 2.5 hours, the presiding member shall ask the members whether they wish to defer the rest of the business until the next meeting or to extend the meeting. A motion is necessary if council wants to extend the meeting. The meeting will be extended for no more than 15 minutes.

Agenda

The principal shall ensure an agenda is prepared for each regular meeting and distribute the agenda, draft minutes from the previous meeting and meeting papers such as sub-committee minutes and principal's report to school council members no less than six days before the meeting. All documentation will be

provided in an electronic format. School council members will be responsible for the retention and security of school council documentation.

Minutes

- The principal will ensure a record of each school meeting is kept and draft minutes are prepared after each school council meeting and distributed to school council members prior to the next school council meeting. The principal may delegate this responsibility to another person.
- The minutes will record the type of meeting (regular, extraordinary or public); date, time and venue of meeting; names of attendees and apologies received from members; name of presiding officer; a record of the business of the meeting including the decision on the minutes of the previous meeting; inward and outward correspondence and reports of any sub-committees tabled at the meeting; and decisions of the meeting including motions and any amendments, names of movers and seconders and whether the motion was carried or rejected.
 - When school council minutes are submitted for confirmation, only questions regarding their accuracy as a record of the meeting are to be raised.
 - Once the minutes have been accepted as a true and accurate record of the meeting, they are to be signed by the school council president and the principal.
- Business arising from the minutes is dealt with after the minutes have been confirmed.

Reports /Papers

Comprehensive reports / papers requiring consideration and / or ratification by school council are to be submitted to the secretary for reporting to the next school council meeting. At the school council meeting the author(s) will be given the opportunity to present the paper for discussion and provide any further information required by school council members. School council members will then be given the opportunity for further consideration before a motion to ratify the report / paper is held at the following school council meeting.

Standard reports such as sub-committee reports may be considered, discussed and ratified at a the same school council meeting, where appropriate.

School council decisions

- Decisions of the school council will be by a majority of those eligible to vote and who are present at the meeting, where the majority are non DEECD members. A vote by proxy is not valid.
- Voting will normally be by a show of hands, but a secret ballot may be used for particular issues.

Tied votes

When a vote is tied (i.e. an even number of people are for and against a decision), the president (presiding member) has a second or casting vote.

Absence of the president and other members from a meeting

- If the president is unable to preside at a school council meeting, the Vice President shall chair the meeting. Where the President and Vice President are both unable to preside then school council will elect a member to chair the school council meeting (other than an employee of the Department).
- If a member is unable to attend a meeting, an apology should be submitted to the Principal / Secretary prior to the meeting via email or phone call to the school office.

Conflict of interest

If a school council member or a member of his or her immediate family has any direct conflict of interest (including a financial interest) in a subject or matter under discussion at a school council meeting, that councillor:

- must declare the conflict of interest
- must not be present during the discussion unless invited to do so by the person presiding at the meeting
- must not be present when a vote is taken on the matter
- may be included in the quorum for that meeting.

Extended leave of a council member

- A member of the school council may apply in writing to the president for extended leave of up to 3 consecutive meetings.
- If a member of a school council is granted extended leave, the membership of that member is excluded in determining the requirement for a quorum of not less than half the members currently holding office.

School council principles

The school council will operate according to the following principles:

- **Respectful** partnerships
- Clear and **honest** two-way communication
- **Transparent** processes
- **Democratic**, informed decision-making
- Personal and professional **integrity**.

In the conduct of meetings, the following etiquette will be observed by members:

- Only one person talks at a time.
- All requests to speak are directed to the presiding member.
- All speakers are listened to in respectful silence.
- No 'side conversations' are held.
- Members shall listen to the discussion carefully in order to avoid making points that have already been made or asking questions which have already been answered.
- When the presiding member indicates that the topic of discussion is closed, no further comments are made.
- Members shall stay calm regardless of how difficult or challenging the topic.